

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Notice of Facility Closure and Transition Plan

Dear [Recipient Name],

This letter is to formally notify you that [Company/Organization Name] will be closing its facility located at [Facility Address], effective [Final Closure Date].

We have made this decision due to [Reason for closure, e.g., strategic reorganization / lease expiration]. Our primary goal during this period is to ensure a smooth transition for all affected parties. Please take note of the following key dates and details:

- **Last Day of Operations:** [Date]
- **Transition Period:** From [Start Date] to [End Date]
- **New Location/Contact Point:** [New Address or Department Name]

Action Required:

[Insert specific instructions regarding equipment return, final billing, record transfers, or relocation of services here.]

We understand that this change may bring questions. We are committed to providing support during this transition. For further information or assistance, please contact [Contact Person/Department] at [Phone Number] or [Email Address].

Thank you for your cooperation and for your continued support of [Company Name].

Sincerely,

[Your Name]

[Your Title]

[Company Name]